



Federal Implementation Guideline for Electronic Data Interchange

ASC X12 003050 Transaction Set 869 Order Status Inquiry

Implementation Convention



U.S. DEPARTMENT OF COMMERCE
Technology Administration
National Institute of
Standards and Technology

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Electronic Commerce Acquisition Program Management Office
Standard Management Committee - Secretariat
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Reports on Information Technology

The National Institute of Standards and Technology (NIST)'s Information Technology Laboratory (ITL) develops standards and guidelines, provides technical assistance, and conducts research for computers and resources. As part of the overall federal effort to establish a single face to industry for conducting electronic commerce, ITL has been designated as the organization responsible for coordinating the development of Federal Implementation Conventions (ICs) for Electronic Data Interchange (EDI). ICs are defined by functional-area experts who create and select options from standard EDI Transaction Sets to yield the implementations to be used for practical EDI. These ICs are made available to federal agencies and industry by electronic means and this Special Publication Series.

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869 Order Status Inquiry

Functional Group ID=**RS**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Order Status Inquiry Transaction Set (869) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to request all pertinent information relative to an entire purchase order, selected line items on a purchase order, or selected products/services on a purchase order. Inquiry can also be made for all or a selected portion of the customer's ordered items, all or a selected portion of the customer's unshipped items, or all or a selected portion of the customer's shipped items.

Notes:

This transaction set is used by a contract administration office (includes procurement contracting officers who have retained administration of a contract) to request delivery status from a contractor.

Heading:

| | Pos. No. | Seg. ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
|----------|-------------|------------|--|--------------|---------|----------------|-----------------------|
| Must Use | 010 | ST | Transaction Set Header | M | 1 | | |
| Must Use | 020 | BSI | Beginning Segment for Order Status Inquiry | M | 1 | | |
| N/U | 030 | NTE | Note/Special Instruction | O | 100 | | |

Detail:

| | Pos. No. | Seg. ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
|----------|-------------|------------|---------------------------------------|--------------|---------|----------------|-----------------------|
| | | | LOOP ID - HL | | | >1 | |
| Must Use | 010 | HL | Hierarchical Level | M | 1 | | |
| N/U | 020 | PRF | Purchase Order Reference | O | 1 | | |
| | 030 | DTM | Date/Time Reference | O | 10 | | |
| | 040 | REF | Reference Numbers | O | >1 | | |
| | 050 | LIN | Item Identification | O | >1 | | |
| N/U | 060 | PID | Product/Item Description | O | 1000 | | |
| N/U | 070 | MEA | Measurements | O | 40 | | |
| N/U | 080 | QTY | Quantity | O | 1 | | |
| N/U | 090 | AT | Financial Accounting | O | >1 | | |
| N/U | 100 | GF | Furnished Goods and Services | O | 1 | | |
| | | | LOOP ID - N1 | | | >1 | |
| | 110 | N1 | Name | O | 1 | | |
| N/U | 120 | N2 | Additional Name Information | O | 2 | | |
| N/U | 130 | N3 | Address Information | O | 2 | | |
| N/U | 140 | N4 | Geographic Location | O | 1 | | |
| N/U | 150 | REF | Reference Numbers | O | 12 | | |
| | 160 | PER | Administrative Communications Contact | O | 3 | | |
| | | | LOOP ID - LM | | | >1 | |

869 - Order Status Inquiry

| | | | |
|-----|-----|----|-------------------------|
| N/U | 170 | LM | Code Source Information |
| N/U | 180 | LQ | Industry Code |

| | |
|---|----|
| O | 1 |
| M | >1 |

Summary:

| | <u>Pos.</u> <u>No.</u> | <u>Seg.</u> <u>ID</u> | <u>Name</u> | <u>Req.</u> <u>Des.</u> | <u>Max.Use</u> | <u>Loop</u> <u>Repeat</u> | <u>Notes and</u> <u>Comments</u> |
|----------|---------------------------|--------------------------|-------------------------|----------------------------|----------------|------------------------------|-------------------------------------|
| N/U | 010 | CTT | Transaction Totals | O | 1 | | n1 |
| Must Use | 020 | SE | Transaction Set Trailer | M | 1 | | |

Transaction Set Notes

1. CTT01 is the number of HL segments.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|--|-------------------|
| Must Use | ST01 | 143 | Transaction Set Identifier Code Code uniquely identifying a Transaction Set 869 X12.11 Order Status Inquiry | M ID 3/3 |
| Must Use | ST02 | 329 | Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>This unique control number is assigned by the originator of the transaction set or by the originator's application program. This same number is carried in SE02.</i> | M AN 4/9 |

Segment: **BSI** Beginning Segment for Order Status Inquiry
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of an order status inquiry and provide the type of customer status inquiry
Syntax Notes:
Semantic Notes: 1 BSI01 is a status inquiry reference number.
2 BSI02 is date of the inquiry.
3 BSI06 is time of the inquiry.
Comments:

Data Element Summary

| Ref. Des. | Data Element | Name | Attributes |
|----------------|-----------------|---|------------|
| Must Use BSI01 | 127 | Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>Use to identify a unique number assigned to this transaction set to reference in other transaction sets, e.g., 870 Order Status Report, 824 Application Advice, etc.</i> | M AN 1/30 |
| Must Use BSI02 | 373 | Date Date (YYMMDD) <i>Use to identify the date of this transaction set.</i> | M DT 6/6 |
| Must Use BSI03 | 847 | Order/Item Code Code identifying a group of orders and items <i>Use to identify the extent of the inquiry.</i> | M ID 1/2 |
| | AO | All orders - items with changed status <i>1. Use to indicate a status report is being requested for all items that have previously been reported with changed delivery status on all award instruments that are not physically complete.</i> | |
| | CA | All Orders - All Items <i>1. Use to indicate a status report is being requested for every item on all award instruments that are not physically complete.</i> <i>2. When used, unless additional parameters for the content of the report are identified by use of hierarchical level codes in HL03 of the 2/HL/010 loop, the hierarchical level can be limited to the Address Level (code V).</i> | |
| | CO | All Orders - Unshipped Items <i>1. Use to indicate a status report is being requested for all unshipped items on all award instruments that are not physically complete.</i> <i>2. When used, unless additional parameters for the content of the report are identified by use of hierarchical level codes in HL03 of the 2/HL/010 loop, the hierarchical level can be limited to the Address Level (code V).</i> | |

2. When used, unless additional parameters for the content of the report are identified by use of hierarchical level codes in HL03 of the 2/HL/010 loop, the hierarchical level can be limited to the Address Level (code V).

PA

Selected Orders - All Items

1. Use to indicate a status report is being requested for all items in specified orders.

2. Additional parameters for the content of the report (e.g., by ship-to location, by delivery date, etc.) can be identified by use of the appropriate hierarchical level code in HL03 of the 2/HL/010 loop. If no additional parameters are specified, the hierarchical level can be limited to the Address Level (code V), the Award Instrument Level (code IB) and, if applicable, the Delivery Order, Call, or Release Level (code O).

PO

Selected Orders - Unshipped Items

1. Use to indicate a status report is being requested for all unshipped items in specified orders.

2. Additional parameters for the content of the report (e.g., by ship-to location, by delivery date, etc.) can be identified by use of the appropriate hierarchical level code in HL03 of the 2/HL/010 loop. If no additional parameters are specified, the hierarchical level can be limited to the Address Level (code V), the Award Instrument Level (code IB) and, if applicable, the Delivery Order, Call, or Release Level (code O).

PP

Selected Orders - Selected Items

1. Use to indicate a status report is being requested for specific items on specific orders.

2. Additional parameters for the content of the report (e.g., by ship-to location, by delivery date, etc.) can be identified by use of the appropriate hierarchical level code in HL03 of the 2/HL/010 loop. If no additional parameters are specified, the hierarchical level can be limited to the Address Level (code V), the Award Instrument Level (code IB) and, if applicable, the Delivery Order, Call, or Release Level (code O).

BSI07

353

Transaction Set Purpose Code

O ID 2/2

Code identifying purpose of transaction set

00

Original

Use to indicate an original inquiry.

01

Cancellation

Use to indicate the cancellation of a previously transmitted inquiry.

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:**Semantic Notes:****Comments:**

- 1 The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

1. *This segment is used to identify the level at which the report is being requested. For example, when BSI03 is code CA, the report can be limited to all orders issued by a specified buying activity (code B) to be delivered on a specified date (code C). Or when BSI03 is code PP, the report can be limited to specific award instruments (code IB), or specific delivery orders (code O) issued against those award instruments.*
2. *If a report requires status on specific CLINS, SUBCLINS or ELINS for a specified award instrument, delivery order, or exhibit, the applicable CLIN, SUBCLIN, or ELIN is identified in the LIN segment.*
3. *The first HL segment must always contain code V in HL03.*

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---|-------------------|
| Must Use | HL01 | 628 | Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use to identify a unique and progressive number assigned by the originator of the transaction set starting with the number 1.</i> | M AN 1/12 |
| | HL02 | 734 | Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to <i>Use to identify data identified in a previous HL loop to which the data in the current HL loop is subordinate. This is a number cited in HL01. For example, the third HL loop at the delivery order level (code O) may be subordinate to the second HL loop at the award instrument level (code IB), therefore, the number 2 would be cited. If an HL loop is not subordinate to another HL loop, this data element is left blank.</i> | O AN 1/12 |
| Must Use | HL03 | 735 | Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. Use to identify the level at which the data is to be reported.</i> | M ID 1/2 |

| | |
|----|---|
| 21 | Information Receiver <i>Use to indicate the party to receive the requested report if different than the inquiring party. This code is a stand alone hierarchical level , i.e., it has no subordinate levels.</i> |
| 25 | Subgroup <i>Use to indicate a hierarchical level for requested data applicable to a specified subcontractor.</i> |
| B | Buyer's Location <i>Use to indicate a hierarchical level for requested data associated with award instruments issued by a specific buying activity.</i> |
| C | Date <i>Use to indicate a hierarchical level for requested data applicable to a specified delivery date or range of dates.</i> |
| D | Product Description <i>Use to indicate a hierarchical level for requested data identified by a product description, e.g., NSN, manufacturer part number, etc. , or by a type of service.</i> |
| IB | Contract <i>1. Use to indicate a hierarchical level for requested data applicable to a specified award instrument, e.g., contract, basic contract, purchase order, basic ordering agreement, etc.</i> |
| IC | <i>2. Use only when BSI03 is code PA, PO, or PP.</i> Contract Data Requirements List (CDRL) <i>1. Use to indicate a hierarchical level for requested data applicable to a Contract Data Requirements List (CDRL).</i> |
| O | <i>2. Use only when BSI03 is code PP.</i> Order <i>1. Use to indicate a hierarchical level for requested data applicable to a specified delivery order, call or release.</i> |
| PA | <i>2. Use only when BSI03 is code PA, PO, or PP.</i> Primary Administrator <i>Use to indicate a hierarchical level for requested data associated with award instruments administered by a specified contract administration office.</i> |
| S | Shipment <i>Use to indicate a hierarchical level for requested data applicable to a specified ship-to location.</i> |
| V | Address Information <i>Use of this code is REQUIRED to indicate the identity and address of the party to whom the request is being submitted (the selling party) and the party requesting the report (the inquiring party). This code is a stand alone hierarchical level , i.e., it has no subordinate levels. When used, in addition to HL01 and HL03 in this segment, the DTM segment can be used to specify the date the report is required and the N1 loop is used</i> |

*to identify the parties.***HL04****736****Hierarchical Child Code****O ID 1/1**

Code indicating whether if there are hierarchical child data segments subordinate to the level being described.

Use to identify whether or not there are subordinate hierarchical levels to follow.

0

No Subordinate HL Segment in This Hierarchical Structure.

1

Additional Subordinate HL Data Segment in This Hierarchical Structure.

Segment: **DTM** Date/Time Reference
Position: 030
Loop: HL
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:
 1 At least one of DTM02 DTM03 or DTM06 is required.
 2 If either DTM06 or DTM07 is present, then the other is required.

Semantic Notes:
Comments:
Notes:
 1. When HL03 is code C, use this segment to identify the Required Delivery Date or range of dates that are to be the basis of the requested report. If multiple reports are requested for different delivery dates or ranges of dates, repeat this segment citing the applicable delivery date or range of dates for each report.

2. Use also to identify the reply date for the requested information.

Data Element Summary

| Ref. | Data | Name | Attributes |
|----------------|---------|--|------------|
| Des. | Element | | |
| Must Use DTM01 | 374 | Date/Time Qualifier | M ID 3/3 |
| | | Code specifying type of date or time, or both date and time | |
| | | 501 Expected Reply | |
| | | Use to indicate the date a reply is requested. | |
| | | 996 Required Delivery | |
| | | When HL03 is code C, use to indicate the specific delivery date(s) of the items for which the report is requested. | |
| DTM02 | 373 | Date | X DT 6/6 |
| | | Date (YYMMDD) | |
| DTM05 | 624 | Century | O NO 2/2 |
| | | The first two characters in the designation of the year (CCYY) | |
| DTM06 | 1250 | Date Time Period Format Qualifier | X ID 2/3 |
| | | Code indicating the date format, time format, or date and time format | |
| | | 1. When HL03 is code C, use, if applicable, to identify a range of dates to which the inquiry applies. | |
| | | 2. The requested range may be both past and future dates. | |
| | | RD6 Range of Dates Expressed in Format YYMMDD-YYMMDD | |
| | | RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD | |
| DTM07 | 1251 | Date Time Period | X AN 1/35 |
| | | Expression of a date, a time, or range of dates, times or dates and times | |

Segment: **REF** Reference Numbers
Position: 040
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:
Notes: *When HL03 is code IB, IC, or O, use to identify reference numbers applicable to these hierarchical levels.*

Data Element Summary

| Ref. | Data | Name | Attributes |
|----------------|----------------|---|-------------------------------|
| <u>Des.</u> | <u>Element</u> | | <u>M</u> <u>ID</u> <u>2/2</u> |
| Must Use REF01 | 128 | Reference Number Qualifier Code qualifying the Reference Number. | |
| | | CT Contract Number <i>When HL03 is code IB, use to indicate the number of an award instrument.</i> | |
| | | DO Delivery Order Number <i>When HL03 is code O, use to indicate a delivery order, call or release.</i> | |
| | | GO Exhibit Identifier <i>When HL03 is code IC, use to indicate the exhibit identifier letter.</i> | |
| REF02 | 127 | Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. | X AN 1/30 |

| | |
|------------------------|---|
| Segment: | LIN Item Identification |
| Position: | 050 |
| Loop: | HL |
| Level: | Detail |
| Usage: | Optional |
| Max Use: | >1 |
| Purpose: | To specify basic item identification data |
| Syntax Notes: | <ol style="list-style-type: none"> 1 If either LIN04 or LIN05 is present, then the other is required. 2 If either LIN06 or LIN07 is present, then the other is required. 3 If either LIN08 or LIN09 is present, then the other is required. 4 If either LIN10 or LIN11 is present, then the other is required. 5 If either LIN12 or LIN13 is present, then the other is required. 6 If either LIN14 or LIN15 is present, then the other is required. 7 If either LIN16 or LIN17 is present, then the other is required. 8 If either LIN18 or LIN19 is present, then the other is required. 9 If either LIN20 or LIN21 is present, then the other is required. 10 If either LIN22 or LIN23 is present, then the other is required. 11 If either LIN24 or LIN25 is present, then the other is required. 12 If either LIN26 or LIN27 is present, then the other is required. 13 If either LIN28 or LIN29 is present, then the other is required. 14 If either LIN30 or LIN31 is present, then the other is required. |
| Semantic Notes: | 1 LIN01 is the line item identification |
| Comments: | <ol style="list-style-type: none"> 1 See the Data Dictionary for a complete list of ID's. 2 LIN02 through LIN31 provide for fifteen (15) different product/service ID's for each item. For Example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU. |
| Notes: | <ol style="list-style-type: none"> 1. When HL03 is code D, use this segment to provide a codified description of the product for which the report is being requested. If reports by multiple products are being requested, repeat this segment for each product using the codes listed in LIN02. 2. When BSI03 is code PP, use to identify the selected item(s) for which status is requested. |

Data Element Summary

| Ref. | Data | Name | Attributes |
|----------|---------|---|----------------------------|
| Des. | Element | | |
| LIN01 | 350 | Assigned Identification | O AN 1/11 |
| | | Alphanumeric characters assigned for differentiation within a transaction set When HL03 is code D and multiple reports by product are requested, use to assign a number to differentiate between the product reports. For example, if a report by a specific NSN was requested, LIN01 would cite the number 1. If another report for a product with a different NSN was requested, LIN01 would cite the number 2. If a third report for a product identified by a manufacturer's part number was requested, LIN01 would cite the number 3. | |
| Must Use | LIN02 | Product/Service ID Qualifier | M ID 2/2 |
| | 235 | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | |
| | | CN | Commodity Name |
| | | FS | National Stock Number |
| | | The NSN shall be transmitted without dashes. | |
| | | MG | Manufacturer's Part Number |
| | | When used, LIN04/05 must be used with LIN04 citing either code MF or ZB. | |

| | |
|----|---|
| N1 | National Drug Code in 4-4-2 Format |
| N2 | National Drug Code in 5-3-2 Format |
| N3 | National Drug Code in 5-4-1 Format |
| N4 | National Drug Code in 5-4-2 Format |
| ND | National Drug Code (NDC) |
| PD | Part Number Description |
| | <i>Use to indicate the plain text description of an item that cannot be identified by a number.</i> |
| SV | Service Rendered |
| ZZ | Mutually Defined |
| | <i>When BSI03 is code PP and HL03 is code IB, IC, or O, use to indicate the CLIN, SUBCLIN, or ELIN, as applicable, for which status is requested.</i> |

| | | | | | | |
|----------|-------|-----|--|---|----|---|
| Must Use | LIN03 | 234 | Product/Service ID | M | AN | 1/40 |
| | | | Identifying number for a product or service | | | |
| | LIN04 | 235 | Product/Service ID Qualifier | X | ID | 2/2 |
| | | | Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | | |
| | | | 1. When LIN02 cites code MG, cite either code MF or ZB to identify the manufacturer. | | | |
| | | | 2. The use of code MF is preferred over code ZB as the method to identify the manufacturer of a part number. | | | |
| | | | MF | | | |
| | | | Manufacturer | | | |
| | | | | | | <i>When used, cite the DUNS number of the manufacturer in the following data element.</i> |
| | | | ZB | | | |
| | | | Commercial and Government Entity (CAGE) Code | | | |
| | | | | | | <i>Use to indicate a manufacturer who can be identified by a CAGE code.</i> |
| | LIN05 | 234 | Product/Service ID | X | AN | 1/40 |
| | | | Identifying number for a product or service | | | |

Segment: **N1** Name
Position: 110
Loop: N1
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:
 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments:
 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 2 N105 and N106 further define the type of entity in N101.
Notes: *When HL03 is code V, 2 iterations of this N1 loop are REQUIRED, citing codes E8 and SE in N101.*

Data Element Summary

| Ref. | Data | Name | Attributes |
|---------------|---------|--|------------|
| Des. | Element | | M ID 2/2 |
| Must Use N101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, or an individual | |
| | 28 | Subcontractor <i>When HL03 is code 25, use to indicate a subcontractor.</i> | |
| | BY | Buying Party (Purchaser) <i>When HL03 is code B, use to indicate the buying office.</i> | |
| | C4 | Contract Administration Office <i>When HL03 is code PA, use to indicate the contract administration office.</i> | |
| | E8 | Inquiring Party <i>When HL03 is code V, use to indicate the party requesting the information.</i> | |
| | SE | Selling Party <i>When HL03 is code V, use to indicate the party to whom the request is being sent.</i> | |
| | ST | Ship To <i>When HL03 is code S, use to indicate the ship-to location.</i> | |
| | Z1 | Party to Receive Status <i>When HL03 is code 21, use to indicate the party to whom the report is to be submitted if different than the inquiring party.</i> | |
| N103 | 66 | Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) <i>While the federal EDI program uses the DUNS number, other government users of this implementation convention may require the use of other and additional numbers for a transition period in order to cross reference existing data bases.</i> | X ID 1/2 |
| | 1 | D-U-N-S Number, Dun & Bradstreet <i>Use of the DUNs and DUNs +4 number is preferred over other codes to identify an entity.</i> | |

| | | | | | |
|------|----|--|---|----|------|
| | 9 | D-U-N-S+4, D-U-N-S Number with Four Character Suffix <i>Use of the DUNs and DUNs +4 number is preferred over other codes to identify an entity.</i> | | | |
| | 10 | Department of Defense Activity Address Code (DODAAC) <i>Use to indicate a Department of Defense or Civilian Agency Activity Address Code.</i> | | | |
| | 33 | Commercial and Government Entity (CAGE) | | | |
| N104 | 67 | Identification Code Code identifying a party or other code | X | AN | 2/20 |

Segment: **PER** Administrative Communications Contact
Position: 160
Loop: N1
Level: Detail
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed

Syntax Notes:
 1 If either PER03 or PER04 is present, then the other is required.
 2 If either PER05 or PER06 is present, then the other is required.
 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:**Comments:**

Notes: Use this segment to provide names, communication numbers and titles of individuals associated with the entity cited in the same N1 loop.

Data Element Summary

| Ref. | Data | | | |
|----------------|----------------|--|-------------------|---------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> | |
| Must Use PER01 | 366 | Contact Function Code | M | ID 2/2 |
| | | Code identifying the major duty or responsibility of the person or group named | | |
| | | AC Administrative Contracting Officer | | |
| | | BD Buyer Name or Department | | |
| | | IC Information Contact | | |
| | | PC Purchasing Contracting Officer (PCO) | | |
| | | SU Supplier Contact | | |
| | | When N101 is code SE, use to indicate the party at the selling organization to whom this inquiry should be directed. | | |
| PER02 | 93 | Name | O | AN 1/35 |
| | | Free-form name | | |
| | | Use to identify the name of a point of contact. Last name, followed by first name, is preferred. If the whole name is longer than 35 characters, the use of initials for the first name is recommended. PER09 may be used to cite the party's title or office symbol number. | | |
| PER03 | 365 | Communication Number Qualifier | X | ID 2/2 |
| | | Code identifying the type of communication number | | |
| | | AU Defense Switched Network | | |
| | | EM Electronic Mail | | |
| | | FX Facsimile | | |
| | | TE Telephone | | |
| | | Use to indicate commercial telephone number. Include the area code. | | |
| PER04 | 364 | Communication Number | X | AN 1/80 |
| | | Complete communications number including country or area code when applicable | | |
| | | All numbers, other than those associated with code EM, shall be transmitted as a continuous number with no extraneous characters. | | |
| PER05 | 365 | Communication Number Qualifier | X | ID 2/2 |
| | | Code identifying the type of communication number | | |
| | | Use to identify a second communications number for the party cited in PER02. For example, if PER03/04 cites a telephone number, PER05/06 can be used to cite a FAX number. | | |

AU Defense Switched Network

EM Electronic Mail

EX Telephone Extension

Use only if PER03 is used citing code AU or TE.

FX Facsimile

TE Telephone

Use to indicate commercial telephone number. Include the area code.

| | | | | | |
|--------------|------------|-----------------------------|----------|-----------|-------------|
| PER06 | 364 | Communication Number | X | AN | 1/80 |
|--------------|------------|-----------------------------|----------|-----------|-------------|

Complete communications number including country or area code when applicable

All numbers, other than those associated with code EM, shall be transmitted as a continuous number with no extraneous characters.

| | | | | | |
|--------------|------------|---------------------------------------|----------|-----------|------------|
| PER07 | 365 | Communication Number Qualifier | X | ID | 2/2 |
|--------------|------------|---------------------------------------|----------|-----------|------------|

Code identifying the type of communication number

Use to identify a third communications number for the party cited in PER02.

AU Defense Switched Network

EM Electronic Mail

EX Telephone Extension

Use only if PER05 is used citing code AU or TE.

FX Facsimile

TE Telephone

Use to indicate commercial telephone number. Include the area code.

| | | | | | |
|--------------|------------|-----------------------------|----------|-----------|-------------|
| PER08 | 364 | Communication Number | X | AN | 1/80 |
|--------------|------------|-----------------------------|----------|-----------|-------------|

Complete communications number including country or area code when applicable

All numbers, other than those associated with code EM, shall be transmitted as a continuous number with no extraneous characters.

| | | | | | |
|--------------|------------|----------------------------------|----------|-----------|-------------|
| PER09 | 443 | Contact Inquiry Reference | O | AN | 1/20 |
|--------------|------------|----------------------------------|----------|-----------|-------------|

Additional reference number or description to clarify a contact number

Use, if necessary, to provide the title or an office symbol number of the party cited in PER02.

Segment: **SE** Transaction Set Trailer
Position: 020
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---|-------------------|
| Must Use | SE01 | 96 | Number of Included Segments Total number of segments included in a transaction set including ST and SE segments | M NO 1/10 |
| Must Use | SE02 | 329 | Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>Cite the same number carried in ST02.</i> | M AN 4/9 |

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